



Bellerive FCJ Catholic College Terms & Conditions of Service

By agreeing to purchase a school bus pass, you are entering into an annual contract between yourself and Bellerive FCJ Catholic College.

1. The bus pass is provided to you with a subsidy from the school.
2. Your commitment is to make payment **in full** for the allocation of a seat on a specific bus route for the academic year. The bus pass will be available for use for each day of the school year. The bus pass is not refundable for any time your child does not need to use the bus.
3. It is the **parents' responsibility** to ensure payments are taken from their bank account, kept up to date and do not fall into arrears. We reserve the right to ask your child to relinquish their bus pass if full payment is not made and to recover any unpaid debts through an external debt collection agency.
4. Bus passes for the next academic year will not be issued if you still have an outstanding balance relating to a previous academic year.
5. Refunds are **only offered** if your child transfers to another school.
6. Priority for the sale of bus passes will be given to Year 7 students, SEN pupils and Year 12
7. The issue of a bus pass in one academic year does not guarantee that a pass will be available in future academic years.
8. If Government advice regarding a pandemic or similar, means that it is unsafe for people to travel on public transport it is unlikely that any refund amount would be payable to you.
9. We commit to transport your child to and from school each day of term at the agreed times.
10. There are rare occasions when due to a different school finishing time we may request you to make special arrangements for collecting your child, e.g. school trip, extra-curricular activities.
11. If the bus service is cancelled for any reason, for example in the event of bad weather, the school will notify parents in their usual manner.
12. Passes will be checked every day and students will not be permitted to travel if they do not produce a valid pass.
13. Students must only travel on the bus route for which they hold a valid pass.
14. It is the responsibility of parents to arrange alternative transport if travel is denied for any reason. For safety reasons, you are advised to have alternative arrangements in place, that your child is aware of, in the event that the child misses the bus or travel is denied for any reason.
15. Undesirable behaviour is never acceptable and could result in your child not being allowed to use school transport. A copy of the *Home to School Bus Service - Code of Conduct* will be issued with the pass and students are expected to abide by it.
16. Students **must wear the seatbelts provided at all times**. In the interests of safety to all passengers on school transport we reserve the right to refuse to carry any student who does not comply with this requirement.
17. CCTV is routinely recorded for the safety and security of students and drivers.



Bellerive FCJ Catholic College

Code of Conduct

PUPILS

- The Behaviour Management Policy and Pupil Code of Conduct apply at all times when you are using the school bus services.
- We expect the same high standards of behaviour from our pupils on the school buses as we do in school. Our usual school rules apply to all whilst using the services, and school sanctions will be applied including removal from the school bus service in the event of poor and/or dangerous behaviour and not wearing seatbelts.
- Any reasonable request made by a driver or employee of the bus company (for example to sit down) that is not adhered to will be followed up by school staff and a sanction will be applied.
- Remember that the time stated on the timetable is the departure time. Please be at your pick up point at least five minutes before.
- Carry your bus pass and be ready to show it to the driver every time you board the bus. You will not be allowed to travel if you do not produce a valid pass.
- Only use the bus service stated on your pass.
- Fraudulent use of this pass will result in the pass being confiscated and travel privileges suspended.
- Be aware of the danger zone (the immediate area around the vehicle), where it can be difficult for the driver to see pupils, especially near the vehicle entrance.
- Pupils must only use their allocated seat number; your seat number will be shown on your bus pass.
- Once a pupil has a seat they should remain in it for the duration of their journey. Walking around on a moving bus is dangerous and therefore not allowed.
- Your seat belt **must** be fastened
- Keep your hands, feet, head and belongings inside the vehicle at all times.
- Smoking is not permitted on the buses, this includes e-cigarettes.
- Please board the bus sensibly and in single file – don't push and shove.
- Store your bags and belongings safely – in luggage racks or under your seat – remember they are your responsibility.
- Eating is not allowed on the school buses. Plain water is the only drink pupils are allowed on the school buses.
- Never interfere with the emergency exit doors or other bus equipment e.g. safety hammers or extinguishers.
- You must take any litter home with you. Don't leave it on the bus.



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PARENTS

Please ensure that your child has read and understands this Code of Conduct and understands its importance. They should know that it is their responsibility to adhere to it and the implications if they do not.

Parents should also ensure that -

- Your child knows the correct bus number.
- You arrange that your child is at the bus stop in good time for the bus and collected promptly.
- Your child is aware of alternative arrangements in the event that they miss the bus or travel is denied for any reason.
- Your child is familiar with the walking route to and from the pick-up point.
- Your child knows how to cross the road safely and to behave responsibly on the way to and from the pick-up point.
- Your child has a valid bus pass at all times.
- Your child understands the importance of wearing seat belts.